

AGENDA

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

**November 18, 2003
Aldermen Gatsas, Guinta,
Osborne, Forest, O'Neil**

**4:30 PM
NH Primary Room
City Hall (3rd Floor)**

1. Chairman Gatsas calls the meeting to order.
2. The Clerk calls the roll.
3. Appeal of the denial of taxi driver's license.
A motion is in order to enter non-public session under the provisions of RSA 91-A:3 II(c).
A roll call vote is required on the motion.
4. Communication from Leo Pepino requesting that the Board of Mayor and Aldermen provide all World War II veterans with a medal similar to those given to Manchester's soldiers after World War I.
Gentlemen, what is your pleasure?
5. Communication from Joan Porter, Tax Collector, suggesting departmental input regarding ultimate utilization of electronic forms of payment.
Gentlemen, what is your pleasure?
6. Communication from Thomas Seigle, Chief Sanitary Engineer, seeking authorization to enter into a Septage Service Agreement with the Town of Plaistow.
Gentlemen, what is your pleasure?
7. Communication from Thomas Seigle, Chief Sanitary Engineer, seeking authorization to enter into a Septage Service Agreement with the Town of Atkinson.
Gentlemen, what is your pleasure?

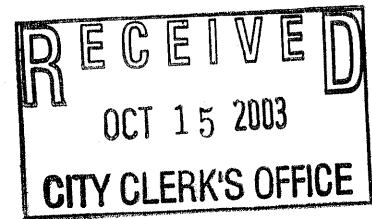
TABLED ITEM

A motion is in order to remove the following item from the table for discussion.

8. Communication from Diane Prew, Information Systems, advising that the Mail Operation Committee met to review the proposals and as a result a new proposal from Pitney Bowes was received that the Committee will be meeting shortly to review.
(Tabled 10/07/2003)
9. If there is no further business, a motion is in order to adjourn.



OFFICE OF THE CITY CLERK
Business Licensing & Enforcement Div.
One City Hall Plaza
Manchester, NH 03101
Tel: (603) 624-6348 Fax: (603) 624-6481



Committee on Administration
Office of the City Clerk
One City Hall Plaza
Manchester, NH 03103

HEARING REQUEST FORM

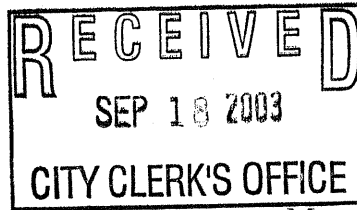
Date: 10/15/03

To Whom It May Concern:

I would like to request a hearing before the Committee on Administration to discuss the decision to deny/revoke my application for a license to drive a taxicab in the city of Manchester.

Sincerely,

JEFFREY A. CLEMENT
197 GROVE STREET
MANCHESTER, NH 03103
(603) 232-1855



Leo Pepino
73 Walnut Street
Manchester, NH 03104

IN BOARD OF MAYOR & ALDERMEN

September 18, 2003

DATE: October 7, 2003

ON MOTION OF ALD. Lopez

Honorable Board of Mayor and Aldermen
c/o City Clerk's Office
One City Hall Plaza
Manchester, NH 03101

SECONDED BY ALD. Thibault

VOTED TO refer to the Committee on
Administration/Info Systems.

[Signature]
City Clerk

Members of the Honorable Board:

After World War I, all veterans from Manchester received a medal from the city. After World War II, all veterans from Manchester were promised a letter of commendation, but for some reason the letters were never sent. I am writing now to ask the Board to fix this.

I am asking the Board to provide all World War II veterans with a medal similar to those given to Manchester's soldiers after World War I. This is how it would work:

- First, eligible veterans would have to apply to the city for their medal. I do not think it would be practical for the city to research the names of all World War II vets from the city, never mind locate them or their families today.
- Second, to be eligible for this recognition, I would propose that the veteran at the time of such service was a bona fide resident of Manchester. While we honor all veterans who served in World War II, our goal is to recognize the sons and daughters from Manchester who fought this war.
- Third, they would have to provide proof of their service, such as their honorable discharge papers. Families wanting posthumous recognition for their loved ones would also provide a death certificate.

Many cities and towns are providing special recognition for World War II vets and the state is considering a bill to do that too. Manchester should recognize and thank its veterans for their sacrifices, which saved the world and kept us free.

I have enclosed a copy of the World War I medal that could be used as a model for this proposal. Thank for you time and consideration of this request.

Sincerely,

Leo Pepino

[Signature of Leo Pepino]

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To the Board of Mayor and Aldermen of the City of Manchester.

Gentlemen:

The special committee appointed for the purpose of arranging for the reception of returning Soldiers and Sailors, would report that the Committee, together with his Honor the Mayor, have discussed a suitable testimonial and unanimously agree to accept as a design for a medal, the idea of a local sculptor, Mr. Lucien Gosselin, and the Committee would recommend that the sum of Thirty-five Hundred Dollars (\$3500) be placed in the 1919 Budget for the expense attached to the manufacturing and distribution of these medals.

Respectfully submitted,

William J. O'Brien

Clerk of Committee.

Dec 17, 1918. In Board of Mayor and Aldermen. Referred to the Committee on Finance.

A true Record. Attest:

City Clerk.

12-17-18

consider it an added pleasure to be permitted to do so.

Mayor Benoit presented for consideration a certificate of appreciation which was presented by the City of Manchester to Veterans of World War No. 1. He stated that he felt a similar certificate should be provided for all Veterans of World War No. 2, and would suggest that he be authorized to secure estimates of the cost involved.

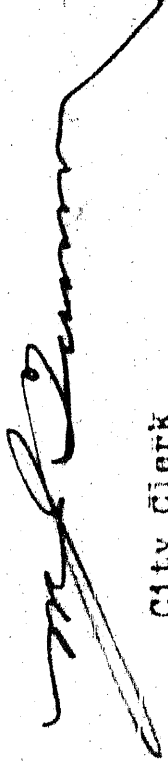
Ald. Bergquist inquired if he had taken the question up with the Art Department at the High School as suggested at a prior meeting of the Committee on Finance when this question was considered.

Mayor Benoit advised that he has taken this question up with a local printer who will furnish an artist's services free of charge to the City besides printing the certificates at cost, and he feels this offer will be more profitable to the City for if the services of an Art Teacher is secured, they will have to be reimbursed for their services.

On motion of Ald. Hannon, duly seconded by Ald. Poirier, it was voted that His Honor, the Mayor, be authorized to secure estimates of the cost of furnishing certificates of appreciation which will be presented to all local Veterans of World War No 2 of the City of Manchester.

On motion of Ald. Bergquist, duly seconded by Ald. Foster, the meeting adjourned.

A true record. Attest.



City Clerk

11/28/1945

Mayor Benoit presents for cons. certificate of appreciation to be presented to all World War II Veterans of the City of Manchester

Ald. Bergquist.

Mayor Benoit

Mayor authorized to secure estimate of cost of printing certificates.

Meeting adjourns.



**City of Manchester
Office of the Tax Collector**

City Hall
One City Hall Plaza – West
Manchester, New Hampshire 03101

(603) 624-6575 (Phone) Web Site: www.ManchesterNH.gov
(603) 628-6162 (Fax) Email: jporter@ManchesterNH.gov

Joan A. Porter
Tax Collector

RECEIVED

01 2003

MAYOR'S OFFICE

September 30, 2003
Mayor Robert A. Baines
1 City Hall Plaza
Manchester, NH 03101

Dear Mayor Baines,

On September 11, 2003, I met with representatives from Finance and Information Systems regarding your request for an implementation strategy for electronic forms of payment.

The Finance Department informed me that this issue has been discussed with Citizens Bank on numerous occasions. The Information Systems Department has also been involved in many of these discussions. I believe the consensus of opinion is that this issue should be sent to the Committee on Administration (or Committee on Accounts) for research to determine the extent of financial investment the City is willing to absorb in relation to the number of citizens who will utilize these types of payment.

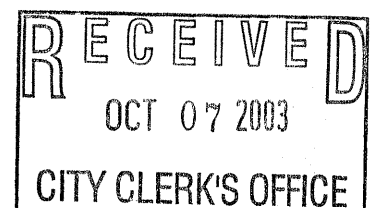
In the interim, the Tax Collector's office can have a survey available to walk-in customers. The results of this survey may give the Committee some idea of the general population's eagerness to pay electronically and acceptance of the resulting fees. Tony Schaffer of Information Systems has stated that he would be willing to prepare an online survey once the Committee has determined the questions to be asked. Should you wish to pursue a more in-depth survey, Kevin Clougherty has suggested that the City utilize UNH for a fee as was done recently by Bond Counsel.

My suggestion would be that you ask the Committee on Administration to put this item on its agenda and that they request input from Finance, Information Systems and all departments who will ultimately utilize electronic forms of payment.

I look forward to an in-depth analysis of electronic forms of payment.

Sincerely,

Joan A. Porter
Tax Collector



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**City Of Manchester
Department of Highways
Environmental Protection Division**

300 Winston Street
Manchester, New Hampshire 03103-6826
(603) 624-6595 Fax (603) 628-6234

Commission
James E. Connolly, Jr.
Chairman
William F. Kelley
Henry Bourgeois
Peter Favreau
Edward J. Beleski

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director


October 8, 2003
#03-237

The Honorable Board of
Mayor and Aldermen
% Leo Bernier
CITY OF MANCHESTER
One City Hall Plaza
Manchester, NH 03101

October 21, 2003.

**In Board of Mayor and Aldermen.
On motion of Alderman Lopez, duly
seconded by Alderman Forest, it was
voted to refer to the Committee on
Administration/Information Systems.**

RE: Septage Service Agreement


City Clerk

Dear Mr. Bernier:

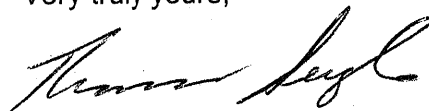
Attached is a copy of the Agreement between the City of Manchester and the Town of Plaistow for receipt of septage at the Manchester Treatment Plant. It is requested that the agreement be approved and the Mayor be authorized to sign on behalf of the City.

A preliminary copy of the agreement was approved by Tom Clark and the final agreement is being sent for his review.

As you are aware, on July 22, 2003 the Board authorized EPD to negotiate an agreement with several towns for receipt of septage. A copy of the Board's action is attached for your information. Current charge for receipt and treatment of septage is \$70.00/1000 gallons.

If you have any questions, please contact me.

Very truly yours,

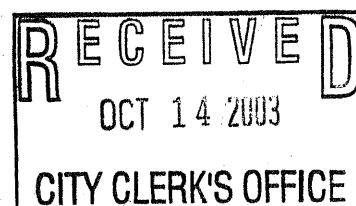


Thomas W. Seigle, P.E.
Chief Sanitary Engineer

TWS/djv

Attach

cc Frank C. Thomas, P.E. - Highway Dept.
Susan Figg - EPD
Pat Hannon - NHDES



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**CITY OF MANCHESTER – EPD
300 WINSTON ST.
MANCHESTER, NH**

SEPTAGE AGREEMENT

Agreement by and between the City of Manchester and the Town of Plaistow for the period January 1, 2004 to December 31, 2006.

III. Service

1. The City of Manchester will accept septage as defined in the City's Sewer Use Ordinance (attachment A) at the City's Wastewater Treatment Facility, 300 Winston Street, Manchester, NH from the Town of Plaistow.

IV. Term and Conditions

1. The City will accept septage at the WWTF consistent with City Code, Title V: Public Works, Chapter 52: Sewers.
2. Septage will be delivered to the Septage Receiving Facility by only septage haulers licensed by the City of Manchester.
3. The terms and conditions for dumping shall be in accordance with the City of Manchester, Department of Highways – EPD Septage Disposal Regulations (attachment B) and any future revisions thereto.
4. Should quantities of septage received at the plant ever exceed the plant's capacity to accept it, or should the septage interfere with proper operation of the facility, the City reserves the right to refuse to accept septage from the Town of Plaistow for the duration of the operational difficulty.
5. Either party reserves the right to terminate this agreement with 30 days written notice to the other.
6. Any extensions of this agreement may be via written request to the Manchester Board of Mayor and Aldermen.

In witness thereof, the parties set their hands as of the day and year below written:

Town of Plaistow

By:

Charles J. Baines
Mayor
John A. Baines

Date:

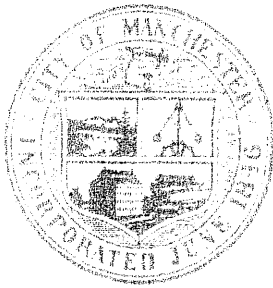
September 15, 2003

City of Manchester

By:

Robert A. Baines, Mayor

Date:



**City Of Manchester
Department of Highways
Environmental Protection Division**

300 Winston Street
Manchester, New Hampshire 03103-6826
(603) 624-6595 Fax (603) 628-6234

Commission
James E. Connolly, Jr.
Chairman
William F. Kelley
Henry Bourgeois
Peter Favreau
Edward J. Beleski

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

October 20, 2003
#03-242

IN BOARD OF MAYOR & ALDERMEN

DATE: November 5, 2003

ON MOTION OF ALD. Shea

SECONDED BY ALD. Guinta

VOTED TO refer to the Committee on
Administration/Info Systems

S. A. Bernier
CITY CLERK

The Honorable Board of
Mayor and Aldermen
% Leo Bernier
CITY OF MANCHESTER
One City Hall Plaza
Manchester, NH 03101

RE: Septage Service Agreement

Dear Mr. Bernier:

Attached is a copy of the Agreement between the City of Manchester and the Town of Atkinson for receipt of septage at the Manchester Treatment Plant. It is requested that the agreement be approved and the Mayor be authorized to sign on behalf of the City.

A preliminary copy of the agreement was approved by Tom Clark and the final agreement is being sent for his review.

As you are aware, on July 22, 2003 the Board authorized EPD to negotiate an agreement with several towns for receipt of septage. A copy of the Board's action is attached for your information. Current charge for receipt and treatment of septage is \$70.00/1000 gallons.

If you have any questions, please contact me.

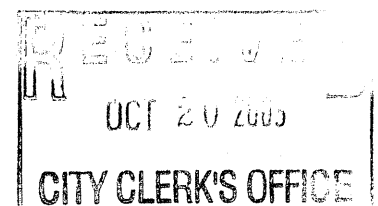
Very truly yours,

Thomas W. Seigle, P.E.
Chief Sanitary Engineer

TWS/djv

Attach

cc Frank C. Thomas, P.E. - Highway Dept.
Thomas Clark - City Solicitor
Susan Figg - EPD
Pat Hannon - NHDES



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**CITY OF MANCHESTER – EPD
300 WINSTON ST.
MANCHESTER, NH**

SEPTAGE AGREEMENT

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4. Should quantities of septage received at the plant ever exceed the plant's capacity to accept it, or should the septage interfere with proper operation of the facility, the City reserves the right to refuse to accept septage from the Town of Atkinson for the duration of the operational difficulty.
5. Either party reserves the right to terminate this agreement with 30 days written notice to the other.
6. Any extensions of this agreement may be via written request to the Manchester Board of Mayor and Aldermen.

In witness thereof, the parties set their hands as of the day and year below written:

Town of Atkinson

By: B. Stewart
Barbara, Stewart
Chairman, Board of Selectmen

Date: 10/6/03

City of Manchester

By: _____
Robert A. Baines, Mayor

Date: _____



**City of Manchester
Information Systems Department**

100 Merrimack Street
Manchester, New Hampshire 03101-2210
Phone (603) 624-6577
Fax (603) 624-6320
www.ci.manchester.nh.us

Diane S. Prew
Director

10/7/03 -
Tabled

October 1, 2003

Committee on Administration/Information Systems
C/O City Clerk
One City Hall Plaza
Manchester, NH 03101

RE: Mail Operations Committee

Dear Committee Members:

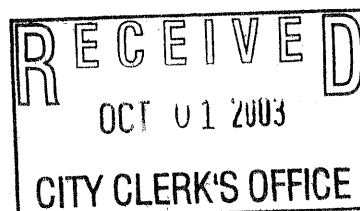
The Mail Operation Committee met to review the proposals submitted by Pitney Bowes and FORMAX. Numerous issues were discussed. Technical personnel met with William Lustig at Pitney Bowes on September 4th to see a demonstration of the proposed equipment and discuss technical issues. Based upon our meeting with Pitney Bowes, Mr. Lustig submitted a new proposal to the City. This proposal was received on September 22nd. The Committee will be meeting shortly to review this proposal.

We will keep you informed of our progress.

Sincerely,

Diane S. Prew

CC: Joan Porter
Frank Thomas
Tom Bowen
Matt Normand
Tony Schaffer



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